

Accessing an HHSC Approved SOAR Course from the Texas TRAIN Site

Contents

Part I: Brief overview of how-to access the Texas TRAIN system to complete the "SOAR to Health and Wellness" or "SOAR for Health Care" course	2
Part II: Accessing the training and creating an account	3
Part III: Completing your profile	5
Part IV: Pre-Assessment	10
Part V: Taking the course	12
Part VI: Completing the evaluation	13
Part VII: Printing your certificate of completion	14
Part VIII: Logging back into your TRAIN account to reprint your certificate	15
Part IX: Technical Support	16

**This document is for informational purposes only concerning registering through the Texas TRAIN system to access an HHSC approved SOAR course and may not represent the most current images or information encountered during such. Refer to the OT Rules, accessible from the [Act and Rules](#) page, for regulations concerning the human trafficking prevention training requirement and CE regulations. Refer to HHSC's related site, <https://hhs.texas.gov/services/safety/texas-human-trafficking-resource-center/health-care-practitioner-human-trafficking-training>, regarding any developments in course approval by HHSC concerning human trafficking prevention training and for direct links to access HHSC approved training courses.*

Part I: Brief overview of how-to access the Texas TRAIN system to complete the "SOAR to Health and Wellness" or "SOAR for Health Care" course

How-To Snapshot

To access the Health and Human Services Commission (HHSC) approved SOAR to Health and Wellness or SOAR for Health Care training course, individuals must create an account for the TRAIN system.

The basic steps below coincide with parts II-VII of this document. **Refer to those sections for further information and related screen shots.**

Once you have created your Texas TRAIN account, throughout the process, ensure you enroll in and complete the course "SOAR to Health and Wellness," ID 1087568, or "SOAR for Health Care," ID 1087547. You will see the course name and ID number whenever you are on the course's Texas TRAIN page, for example.

The two SOAR courses listed above have been approved by HHSC to meet the human trafficking training requirement. Other SOAR courses have not been approved by HHSC to meet the requirement and may not be used.

Basic Steps – Refer to Parts II-IX of this document for more details.

1. Access the course link and create an account with Texas TRAIN to register for the SOAR to Health and Wellness or SOAR for Health Care course.

The course links may be accessed from the list of HHSC approved courses, available from the link below (see also "Quick Links," below).

<https://hhs.texas.gov/services/safety/texas-human-trafficking-resource-center/health-care-practitioner-human-trafficking-training>

When creating an account, if you do not have a Texas zip code, use the Board's, 78701. This will help ensure you access Texas's TRAIN site and not another state's.

Save your account login information and make note of the email address you associate with your account to facilitate accessing your Texas TRAIN account in the future.

2. Complete your account profile by resolving all profile alerts.

Enter TXSOAR as the group code in the "Manage Groups" profile area.

You DO NOT need to resolve the email notification alert.

3. Take the training pre-assessment.
4. Complete the slides for the training, which include a brief pre-test and post-test.
5. Complete the evaluation.
6. Download and/or print and retain your certificate.

Texas TRAIN provides information concerning creating an account with another entity to obtain CE credit. This should not be necessary as the certificate available from Texas TRAIN displays the number of hours of the training.

Quick Links

HHSC page to access a list of approved courses, including the approved SOAR courses:

<https://hhs.texas.gov/services/safety/texas-human-trafficking-resource-center/health-care-practitioner-human-trafficking-training>

Logging back in to TRAIN: <https://www.train.org/main/welcome>

From the "Course Catalog" link from the left side of the screen, enter the course ID in the search bar.

Technical Support: See [Part IX](#) of this document. Google Chrome may be the preferred browser; users may encounter issues when using Internet Explorer 11. The TRAIN site offers further information regarding technical specifications.

Further Information:

Refer to the full [OT Act and Rules](#) for further renewal and CE requirements and regulations regarding this training.

Part II: Accessing the training and creating an account

Note: In this document, the images shown are for the SOAR to Health and Wellness course. Images for the SOAR for Health Care course may differ.

1. To access the TRAIN system to register for the SOAR to Health and Wellness or SOAR for Health Care course, see below.

a. Go to the following link.

<https://hhs.texas.gov/services/safety/texas-human-trafficking-resource-center/health-care-practitioner-human-trafficking-training>

b. Click the link for the list of HHSC approved courses.

c. From the list, select the link from the "Delivery Method" column for the SOAR to Health and Wellness or the SOAR for Health Care course.

2. Make sure you are brought to the TRAIN website's page for the approved SOAR course you have selected and that the course title is SOAR to Health and Wellness and the ID (circled below) is 1087568, or the course name is SOAR for Health Care and the ID is 1087547.

Ensure this is the course title and ID you are accessing any time that you are brought to this course main screen.

Click "create an account" from the red/pink banner.



[HOME](#) [COURSE CATALOG](#) [CALENDAR](#) [RESOURCES](#) [HELP](#)



SOAR to Health and Wellness

[< Back](#)

To access this content, you first need to [create an account](#). If you already have an account, [please login](#).



Web-Based Training - Self-Study

ID 1087568

Skill Level: Introductory

1h

★★★★☆ (6363 Ratings)

The SOAR framework is a trauma-informed, culturally and linguistically appropriate response to human trafficking. It provides a quick mental reference for professionals to keep in mind the best way to help individuals who are at risk of or have experienced trafficking.

3. Enter your information to create your Texas TRAIN account.

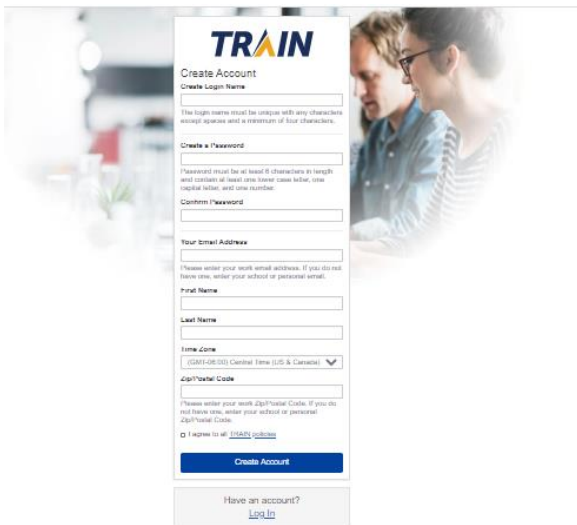
Enter the email address you designate to receive information regarding the training.

Save your login information and make note of the email address you associate with your account.

If you do not have a Texas zip code:

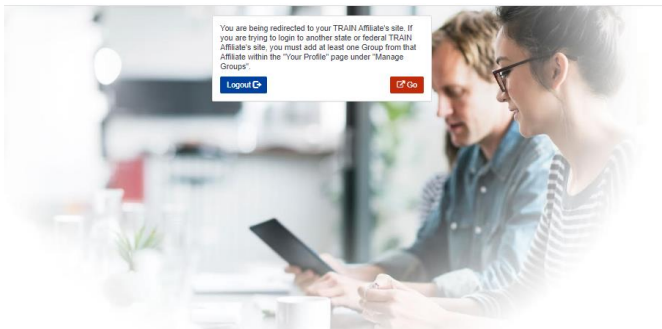
Enter the Board's zip code, 78701. Entering a non-Texas zip code will lead to your use of a different state's TRAIN website, which may mean that Texas TRAIN staff may not be able to assist you further should you contact them, may lead to further issues, etc.

After you have completed entering your information, click "Create Account."



The screenshot shows the 'Create Account' form on the TRAIN website. The form includes fields for 'Create Login Name', 'Create a Password', 'Confirm Password', 'Your Email Address', 'First Name', 'Last Name', 'Home State' (a dropdown menu), 'Zip/Postal Code', and a checkbox for 'I agree to all [TRAIN policies](#)'. A blue 'Create Account' button is at the bottom of the form. Below the form is a link for 'Have an account? [Log In](#)'. The background of the image shows two people looking at a tablet.

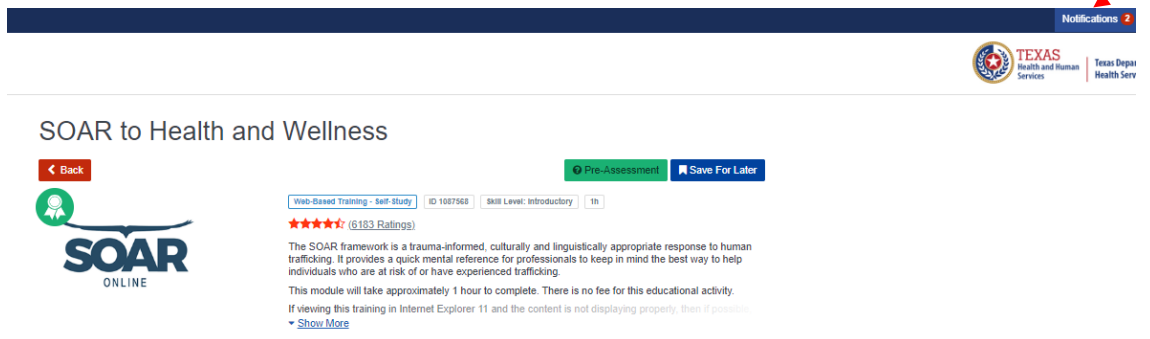
4. Click "Go."



Part III: Completing your profile

5. You will be redirected to the screen below.

Observe the "Notifications" alerts on the top right of the screen.

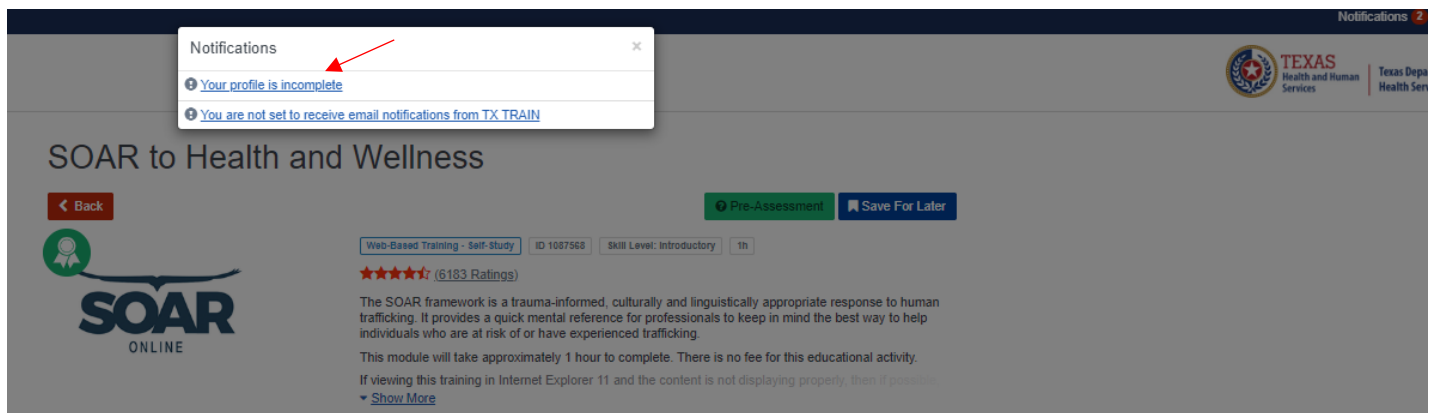


6. You will see two alerts when you click "Notifications" from the upper right side of the screen.

You will need to resolve the alerts for your profile.

You DO NOT need to resolve the email notification alert to complete the training, though you may wish/need to resolve that alert at another time. For example, it may be that if this alert is not resolved, you might not receive related emails should you need to reset your account password in the future.

Click "Your profile is incomplete" to begin.



7. Observe the red alert arrows from the left side of the screen. The alerts are the exclamation marks in a red circles.

The "Manage Groups" section will automatically appear when your profile loads.

Enter "TXSOAR" in the "Join by Group Code" box and click "Join."

Click "Save" at the top right of the screen (not shown).

Your Profile Is incomplete

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Manage Groups

Account

Contact

Address

Organization

Professional License Number

Professional Role

Manage Groups

Join By Group Search

Texas

Join Another Group

Group refinement is required. Please edit your current group assignment

Join By Group Code

Group Code

Join

You will now have the user group "National/Texas" with the subgroup of "Texas User Group/SOAR Training."

You may also have a "Texas" group.

See the image below.

If you also have a group for a state or jurisdiction other than Texas appearing under "Join by Group Search" after adding the TXSOAR group code, then delete that other state's or jurisdiction's group code by clicking the "X" in the red box to the right of that group and click "Save."

Close

Save

Your Profile

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Manage Groups

Account

Contact

Address

Organization

Professional License Number

Professional Role

Work Settings

Manage Groups

Join By Group Search

National/Texas
Texas User Group/SOAR Training

Texas

Join Another Group

Join By Group Code

Group Code

Join

8. Click "Contact" from the left and then click "+ Add a Phone Number." Enter the phone number you designate; then, click the green "Accept" button that appears.

International phone numbers may be entered without the country code.

Your Profile Is incomplete

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Contact (Fields marked below are required)

Phone Numbers

+ Add a Phone Number

Add a phone number

Is this your work, home or mobile number?

Select phone type

Phone Number

Cancel Accept

9. Click "Address" from the left to complete the required fields with the address information you designate.

Click "Save" at the top right of the screen (not shown).

Note that the zip code that appears is based on what you entered when you created your account.

If you previously entered the Board's zip code because you do not have a Texas address:

You may enter your out-of-state address in the Address screen, including your zip code.

Your Profile Is incomplete

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Address (Fields marked below are required)

Country: United States

State / Territory: Texas

City:

Zip / Postal Code:

Street Address:

Street Address Cont.:

Time Zone: (GMT-06:00) Central Time (US)

10. Click "Organization" from the left and after you complete your responses, click "Save" (not shown.)

Examples of possible responses appear below.

Organization Name: Enter your name and professional title (Ex: "John Smith, OT).

Department/Division: Enter "Occupational Therapy."

Title: Enter your title (Ex: "Occupational Therapist").

Your Profile Is incomplete

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Manage Groups

Account

Contact

Address

Organization

Professional License Number

Professional Data

Organization

Organization Name

Department / Division

Bureau / Section

Title

(Fields marked below are required)

11. Click "Professional Role" from the left. Select the option appropriate for yourself. Click "Save."

An example of a possible response appears below:

Click "Allied Health Professional."

Select "Rehabilitation Professional" from the drop-down options.

Cancel

Save

Your Profile Is incomplete

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Manage Groups

Account

Contact

Address

Organization

Professional License Number

Professional Role

Professional Role

Please take a minute to review all roles before making your selection.

Please select up to three (3) Professional Roles that best match your profession, and select Specialization where available.

If the "Other" option is selected, please enter specialization.

☒ Allied Health Professional

Rehabilitation Professional

(Fields marked below are required)

12. Click "Work Settings." Select the option appropriate for yourself and click "Save." Make sure you have clicked "Save" from the top right of the screen when you have finished.

Example: Select "Healthcare Services" and then select the option you designate from the drop-down menu.

Cancel

Save

Your Profile Is incomplete

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Manage Groups

Account

Contact

Address

Organization

Professional License Number

Professional Role

Work Settings

Demographic Information

FEMA Student ID Number

Professional Organization ID Number

Work Settings

Please select up to three (3) Work Settings that best fit your work environment. Choose Subcategories where applicable.

☐ Academic / Educational Institution

--Select--

☐ Official Public Health Agencies

--Select--

☐ Military

--Select--

☐ Other Government Agencies (except Military)

--Select--

☒ Healthcare Services

--Select--

(Fields marked below are required)

13. Once you have saved all of your responses, you will see that all of the profile alerts have been resolved. If all of the profile alerts have been resolved, click "Close" on the upper left side to be redirected to the pre-assessment for the training.

Close

Save

Your Profile

Is incomplete

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Manage Groups

Account

Contact

Address

Organization

Professional License Number

Professional Role

Work Settings

Demographic Information

FEMA Student ID Number

Work Settings

(Fields marked below are required)

Please select up to three (3) Work Settings that best fit your work environment. Choose Subcategories where applicable.

Primary

☐ Academic / Educational Institution

--Select--

☐

☐ Official Public Health Agencies

--Select--

☐

☐ Military

☐

☐ Other Government Agencies (except Military)

☐

☒ Healthcare Services

Hospital



☐

Part IV: Pre-Assessment

14. After closing your profile under Step 13, you should be redirected to the screen below.


If you are not redirected, go back to the list of HHSC approved courses to access the course page (you may have to log in to TRAIN again). Or, you may go back directly to the TRAIN site and log in; further information concerning accessing the course appears in [Part I](#).

Notifications 1



SOAR to Health and Wellness

[< Back](#)[Pre-Assessment](#)[Save For Later](#)



Web-Based Training - Self-Study ID 1087568 Skill Level: Introductory 1h


★★★★★ (6201 Ratings)

The SOAR framework is a trauma-informed, culturally and linguistically appropriate response to human trafficking. It provides a quick mental reference for professionals to keep in mind the best way to help individuals who are at risk of or have experienced trafficking.

This module will take approximately 1 hour to complete. There is no fee for this educational activity.


If viewing this training in Internet Explorer 11 and the content is not displaying properly, then if possible, [Show More](#)

15. Click "Pre-Assessment" to take the required pre-assessment.



SOAR to Health and Wellness

[< Back](#)[Pre-Assessment](#)[Save For Later](#)



Web-Based Training - Self-Study ID 1087568 Skill Level: Introductory 1h

★★★★★ (6202 Ratings)

The SOAR framework is a trauma-informed, culturally and linguistically appropriate response to human trafficking. It provides a quick mental reference for professionals to keep in mind the best way to help individuals who are at risk of or have experienced trafficking.

This module will take approximately 1 hour to complete. There is no fee for this educational activity.

If viewing this training in Internet Explorer 11 and the content is not displaying properly, then if possible, [Show More](#)

16. Click "Start Assessment" at the bottom of the screen.

SOAR to Health and Wellness 4/20/2020

OMB#: 0970-0519
Date of Expiration: 03/31/2023

In order to help the National Human Trafficking Training and Technical Assistance Center (NHTTAC) better serve the field, we are reaching out to obtain your input. We will protect the privacy of your information in accordance with the Federal Privacy Act, and we will protect the confidentiality of your responses using procedures we have in place, including reporting all information in aggregate to avoid identifying information. Only members of the NHTTAC Evaluation Team have access to information that could identify respondents. If you have any questions about this survey or the evaluation, please contact NHTTACEval@dcf.com.

Continuing Education Credits:

In order to obtain Continuing Education Credits, please answer the PIM Accreditation Questions following the evaluation. After completing these questions, further instructions will be provided to obtain your certificate.

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to enable NHTTAC to collect recipient and stakeholder feedback to improve NHTTAC's T/TA service delivery. Public reporting burden for this collection of information is estimated to average 0.008325 hours per respondent, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a voluntary collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. If you have any comments on this collection of information, please contact the NHTTAC Evaluation Team at NHTTACEval@dcf.com or 6300 Lee Highway, Fairfax, VA 22031-1041.

Please Note: If you are unable to complete the pre-assessment for any reason (such as technical error, power outage, exiting the window prematurely, etc.) and TRAIN will not re-open the pre-assessment when prompted, please withdraw from the course and re-register.

(140)

[Start Assessment](#)

17. When the assessment is complete and you see the screen below, close the current browser tab (i.e., close the tab of the screen you are in).

The course main screen should be open in another tab in your browser window.

DO NOT close your whole browser window (i.e., do not close the whole window such that you would lose the other tabs that are open in the browser).

SOAR to Health and Wellness 4/30/2020

The assessment is finished.

Your course registration status will be changed and you will receive an automated TRAIN message.

Please Note: Please disregard the Assessment Statistics. They have no impact on your course registration or completion and are for the purpose of evaluation only.

If you are unable to complete the pre-assessment for any reason (such as technical error, power outage, exiting the window prematurely, etc.) and TRAIN will not re-open the pre-assessment when prompted, please withdraw from the course and re-register.

(141)

Assessment Statistics	
Your Score:	7 points
Minimal Passing Score:	0 points
Total Questions:	8
Correct Answers:	7 (87%)

You may now close this Assessment window.

Below is an illustration concerning how to close a tab. The browser example is Google Chrome.

The tab that is white (i.e., not grey) is your current tab (i.e., the tab you are in).

Click the "X" on the right side of the white tab to close that tab and go back to the main screen.

DO NOT click the "X" at the top far right of the screen.



If you do not see the main screen in one of your browser tabs (which, in the image above, is the grey tab), refer to Step 14 regarding accessing the main screen again.

Part V: Taking the course

18. When you are back on the main page, you will see the screen below.

Click "Launch" to start the course.



19. You will be taken to a screen for the course presentation.

Press the play arrow and then follow the prompts throughout the slides to complete such.

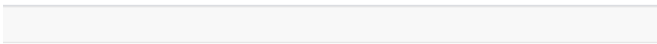
Toward the start of the slides, you will take a short pre-test and toward the end, a short post-test.

Observe the menu on the left side should you need to navigate to different slides.

Note that for certain slides, you will need to click certain areas on the actual training slide, other than just the "Next" button, to proceed.

20. Once you have completed the slides, from the bottom of the "Posttest Results" slide, click "Next."

21. You will then see the following (shown below). As you did for Step 17, close the current tab. Do not close your whole browser window.



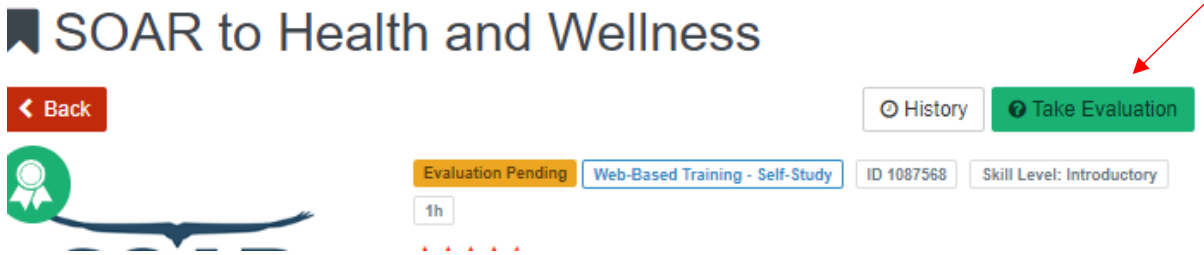
The content has ended. You may close this window.

Part VI: Completing the evaluation

22. You will again be on the course main screen.

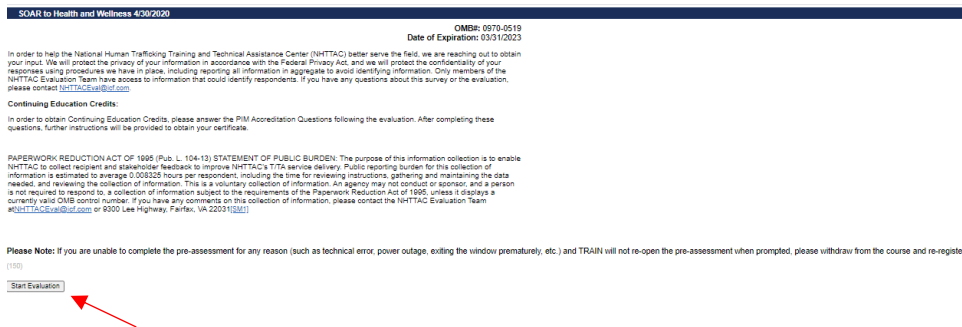
If you are asked to rate the course again from a pop-up window, you may select "Cancel."

Click "Take Evaluation" to complete the evaluation in order to next access the certificate.

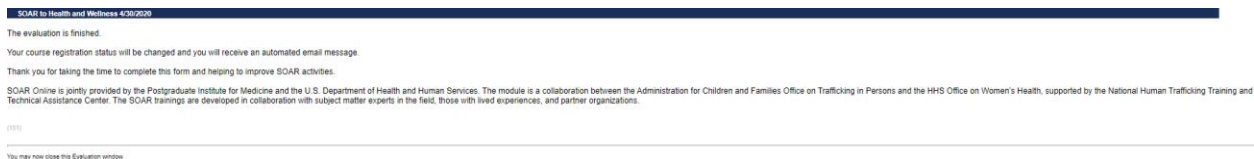


23. You will be taken to this screen.

Click "Start Evaluation" at the bottom of the screen to begin.



24. When you have completed such, you will see the following. Like before, close your current tab only.



Part VII: Printing your certificate of completion

Note: Remember to download and/or print your certificate once it is available after completing the course to ensure you obtain the documentation of course completion to retain for your CE records.

25. You should be redirected to this screen.

Click "Print Certificate" to download and/or print your certificate.

Your certificate may automatically be downloaded to your computer, depending upon your system. You may need to check your downloads folder, for example, to access it and/or print it.

Retain this certificate with your CE documentation as you would for all of your CE activities. See the OT Rules for regulations regarding CE documentation.

Note that TRAIN provides information concerning creating an account with another entity to obtain CE credit. This should not be necessary as the TRAIN certificate displays the number of hours of the training.



[HOME](#) [COURSE CATALOG](#) [YOUR LEARNING](#) [CALENDAR](#) [RESOURCES](#) [DISCUSSIONS](#) [HELP](#)



SOAR to Health and Wellness

[← Back](#)

[History](#)

[Pre-Assessment](#)

[Print Certificate](#)



Completed

Web-Based Training - Self-Study

ID 1087568

Skill Level: Introductory

1h

★★★★★ (6359 Ratings)

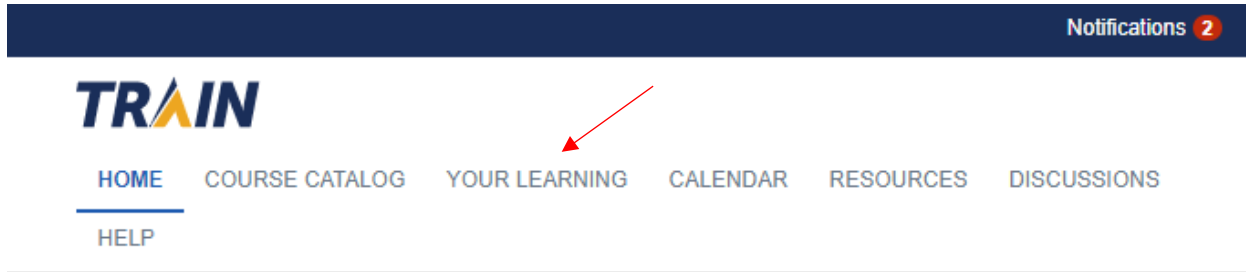
Part VIII: Logging back into your TRAIN account to reprint your certificate

Note: It is unknown how long your course certificate will be available from the link below. Remember to download and/or print your course certificate immediately once it is available after completing the course.

26. Log back in to the system by using the link below.

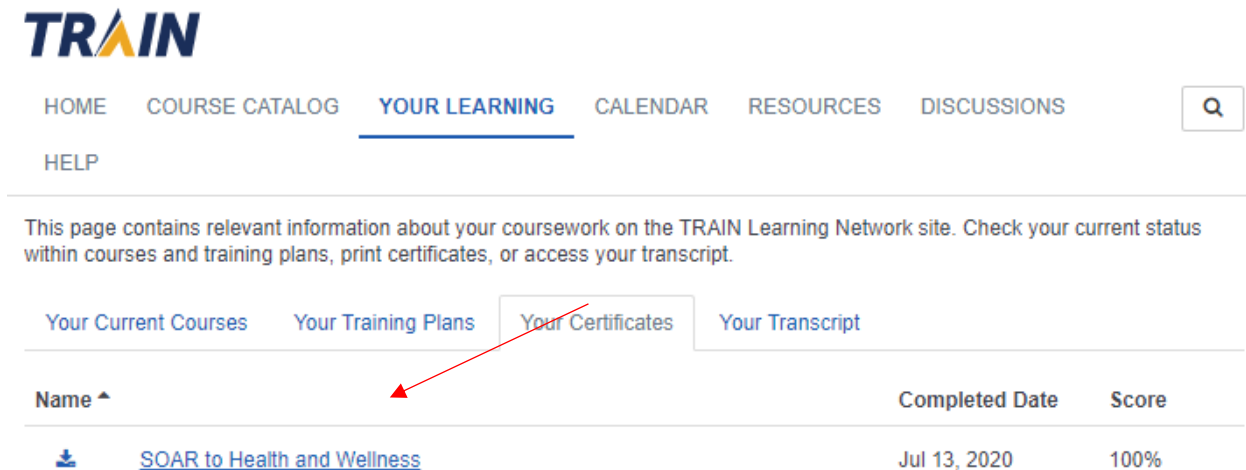
You will be taken to this screen.

Select "YOUR LEARNING."



27. Select the "Your Certificates" tab to access your certificate.

Click the icon next to or the link itself for the course.



28. Follow your system requirements to download and/or print your certificate.

Retain such per the OT Rules.

Part IX: Technical Support

See the contact information below for technical support. Please note that support may not be available immediately.

Please review this document to troubleshoot issues you may have had.

Questions concerning board regulations and this training should be addressed to the Board.

TRAIN Texas Help Desk:

TXTrain@dshs.texas.gov

(512) 776-7336

National Human Trafficking Training and Technical Assistance Center

See the "Contacts" tab from the "Soar to Health and Wellness" or "SOAR for Health Care" main page on TRAIN for information regarding contacting the center for issues regarding the course.